

THE OPIUM MANUAL.

VOLUME X (Benares).

FACTORY PROCEDURE

(FORMS)

FOR

THE GUIDANCE OF THE OFFICERS OF THE
GHAZIPUR OPIUM FACTORY.

PUBLISHED UNDER THE AUTHORITY OF THE BOARD OF REVENUE, I. P.



CALCUTTA:

THE BENGAL SECRETARIAT PRESS.

1906.

APPENDIX B.

List of forms prescribed in the Opium Manual, Volume IX.

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APPENDIX.

Serial number of forms.	Description of Forms.	Code reference.	Period to be maintained.
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84	Stock book of abkari opium ...	367	Permanently.
85	Abkari chest ticket ...	372	...
86	Register of packed chests of abkari opium ...	375	Permanently.
87	Abkari opium supply order book ...	376	Ditto.
88	Invoice of abkari chests ...	376	2 years.
89	Receipt for abkari opium ...	377	2 "
90	Statement of abkari opium supplied from the Patna Opium Factory ...	377	12 "
91	Stock book of medical opium in cakes ...	380	Permanently.
92	Stock book of medical opium in powder ...	380	Ditto.
93	Register of receipts and expenditure of contraband opium ...	387	Ditto.
94	Statement of results of examination of contraband opium ...	391	2 years.
95	Fire Brigade fortnightly report ...	396	2 "
96	Factory pass ...	407	2 "
97	Day book of stores received at the Factory ...	415	Permanently.
98	Store-ledger ...	416	Ditto.
99	Indent for stores ...	416	2 years.
100	Day book of stores issued ...	416	Permanently.
101	Indent for stores for weighments (district) ...	417	2 years.
102	Indent for chemicals and Laboratory stores for weighments ...	417	2 "
103	Invoice of articles supplied from the Factory ...	417	2 "
104	Chalan of articles returned into stores ...	418	Permanently.
105	Detailed statement of stores verified ...	421	12 years.
106	Auction sale register ...	422	...
107	Estimate of stores required from England ...	423	12 years.
108	Indent for European stores ...	423	12 "
109	Annual statement of expenditure on stores ...	423	12 "
110	Annual plus and minus memorandum of dead stock ...	423	12 "
111	Stock book of cups ...	430	Permanently.
112	Cup ledger ...	430	Ditto.
113	Cup receipt ...	430	Ditto.
114	Saw Mill and Chest Department muster-roll ...	440	2 years.
115	Measurement register of timber ...	446	12 "
116	Contractor's bill for timber ...	448	12 "
117	Stock register of timber ...	449	Permanently.
118	Stock book of wood logs ...	449	Ditto.
119	Timber contractor's ledger ...	449	Ditto.
120	Daily register of timber sawn ...	460	Ditto.
121(a)	Account of chests put together daily by each contract carpenter ...	452	12 years.
121(b)	Account of planks changed daily by each contractor carpenter ...	452	12 "
122	Stock book of compartment ...	453	Permanently.
123	Stock book of chests ...	454	Ditto.
124	Stock book of lids of Provision Abkari chests ...	454	Ditto.
125	Statement showing the probable requirements of articles from the local market ...	469	12 years.
126	Receipt for the articles received into the store ...	470	2 "

Serial number of forms.	Description of Forms.	Code reference.	Period to be maintained.
127	Daily register of receipt and issue of coal ...	473	Permanently.
128	Register of articles issued on loan ...	476	Ditto.
129	Account book of planks ...	481	Ditto.
130	Gate pass ...	485	2 years.
131	Abstract of auction-sale proceeds ...	487	Permanently.
132	Weekly report of articles sold at the Sadar godown ..	488	2 years.
133	Account of timber and chests ...	495	12 "
134	Factory application for funds ...	506	2 "
135	Cheque ...	507	12 "
136	Letter of advice ...	507	12 "
137	Register of draft drawn on the treasuries ...	507	Permanently.
138	Stock and manufacture account of the Sadar Factory ...	515	2 years.
139	Daily Register of mango-wood chests and lids examined ...	454	Permanently.
140	Register of mango-wood chests and lids supplied ...	454	Ditto
141	Receipt to contractors for mango-wood chests and lids supplied ...	454	Ditto.
142	Bill for mango-wood chests and lids ...	454	Ditto.
143	Account (contract) of mango-wood chests and lids ...	454	Ditto.

APPENDIX C.

FACTORY FORM No. 1.] (Original)

BIHAR OPIUM AGENCY.

No

Indent for Establishment required by

Dated

190

Class	1	2	3	4	5	6	7	REMARKS
		Rate of pay		Number required on this indent	Number employed last year on same work.	Number disallowed		
		Rs. A. P.						

Assistant in charge.

Asst. Factory Supdt. Factory Supdt.

(Duplicate)

BIHAR OPIUM AGENCY

No

Indent for Establishment required by

Dated

190

Class	1	2	3	4	5	6	7	REMARKS
		Rate of pay		Number required on this indent.	Number employed last year on same work	Number disallowed		
		Rs. A. P.						

Assistant in charge.

Asst. Factory Supdt Factory Supdt.

(TriPLICATE.)

BIHAR OPIUM AGENCY.

No.

Indent for Establishment required by

Dated

190

Class	1	2	3	4	5	6	7	REMARKS
		Rate of pay		Number already employed	Number required on this indent	Number employed last year on same work.	Number disallowed.	
		Rs. A. P.						

Assistant in charge.

Asst. Factory Supdt. Factory Supdt.

BIHAR OPIMUM AGENCY.

Attendance Register of Factory workmen

Department

Month of _____

190

[illegible]

The numbers to be filled in in colored pencil at the time of counting the coolies and not afterwards.	NUMBER ALLOWED.		NUMBER COUNTED BY MUSTERING OFFICER.		NUMBER ACTUALLY PRESENT.		Signature of officer in charge.
	COOLIES RECEIVING DAILY WAGES.		COOLIES RECEIVING DAILY WAGES.		Coolies.	Boys.	
	Carpenters, blacksmiths, beldars, &c.	Boys.	Carpenters, blacksmiths, beldars, &c.	Boys.			
Brought forward	At annas 4.	At annas 1-6.	At annas 4.	At annas 1-6.	At annas 1-6.	At annas 1.	Women at anna 1-6.
	At annas 3.	At annas 2-6.	At annas 3.	At annas 2-6.	At annas 2-6.	At annas 2.	
	At annas 2.	At annas 1-6.	At annas 2.	At annas 1-6.	At annas 1-6.	At annas 1.	
	At annas 1.	At annas 1-6.	At annas 1.	At annas 1-6.	At annas 1-6.	At annas 1.	
	At annas 1-6.	At annas 1-6.	At annas 1-6.	At annas 1-6.	At annas 1-6.	At annas 1-6.	
	At annas 1-6.	At annas 1-6.	At annas 1-6.	At annas 1-6.	At annas 1-6.	At annas 1-6.	
	At annas 1-6.	At annas 1-6.	At annas 1-6.	At annas 1-6.	At annas 1-6.	At annas 1-6.	
	At annas 1-6.	At annas 1-6.	At annas 1-6.	At annas 1-6.	At annas 1-6.	At annas 1-6.	
	At annas 1-6.	At annas 1-6.	At annas 1-6.	At annas 1-6.	At annas 1-6.	At annas 1-6.	
	At annas 1-6.	At annas 1-6.	At annas 1-6.	At annas 1-6.	At annas 1-6.	At annas 1-6.	
No. 4. — Diamond Cake Godown.	Birdars
...	Cake-makers
...	Errand boys
...	Daily coolies
No. 5. — South Cake Godown.	Birdars
...	Cake-makers
...	Errand boys
...	Daily coolies
Atkari Department.	Birdars
...	Weightmen
...	Errand boys
...	Carpenters
...	Daily coolies

Truck Department.

Mulins
Daily coolies

Leaf Department.

Birds
Pickers
Errand boys
Daily coolies

Laboratory.

Boilerman
Errand boys
Daily coolies

Cup Department.

Daily coolies

Levathana.

Errand boys
Daily coolies

Store Department.

Blacksmiths
Carpenters
Errand boys
Sweepers
Daily coolies
Sweeping Factory boys
Maclean's beldars
Supplying water, daily coolies
With bullocks, boys
Dome boys
Measuring gunny

Auction Department.

Munshi
Errand boys
Daily coolies

Petty repairs.

Masons
Daily coolies
Gharanis

Total carried over

Packing.

Carrying compartments
 Boys to place battens under chests
 1st class cake-makers to examine the
 pressing of trash into the upper half of
 chests.
 2nd class cake-makers to press trash into
 upper layer of chests.
 Bellars to press trash into upper layer
 of chests.
 Cake-makers, boys
 Bellars for placing battens under chests
 Ditto for moving chests when dressing
 lids, &c.
 Men numbering gunny, 1st class, and
 marking chests.
 Men numbering gunny, 2nd class, and
 marking chests.
 Boys to carry trash to packing room
 Men to distribute tickets to gunny
 sewers.
 Men for carrying chests from airing
 ground and arranging them for scales.
 Carpenters for drying lids
 Ditto for nailing down
 Ditto boys for setting up divisions
 Boys for assisting ditto
 Bellars to superintend and examine
 fitting and sewing of gunny on chests.
 Bellars for gunny sewers
 Do, examining chests and lids before
 packing.
 Numberers at loading chests
 Bellars with opium despatches
 Bellars boys
 Tails sewing gunny on chest
 Do, at Railway station
 Carpenters' boys unmailing lids at scales

Twt Scale.

Head pecker
Mate
Bandbanis
				GRAND TOTAL
				...

A.B. - All weighmen and pickers are paid monthly.

Mastering Officer.

Factory Superintendent.

BIHAR OPIUM AGENCY.

Abstract for the Muster of Daily Coolies and Temporary Establishment for

1907.

[illegible]

No. 4 Cake Gardens (Diamond).

Sardars
Cake-makers
Errand boys
Daily coolies

No. 5 Cake Gardens (South).

Sardars
Cake-makers
Errand boys
Daily coolies

Akkers Department.

Sardars
Welchmen
Errand boys
Carpenters
Daily coolies

Trust Department.

Sardars
Welchmen
Matins
Errand boys
Sweepers
Daily coolies

Leaf Department.

Sardars
First class weighmen
Second do.
Errand boys
Daily coolies

Laboratory.

Jar ticket perforator
Bitto shaper
Operator
Boilerman
Errand boys
Daily coolies

Medical Department.

Daily coolies
---------------	-----	-----	-----

Auction Department.

Musshi
Sardars
Errand boys
Daily coolies

Petty Repairs.

Mason
Stone cutters
Daily coolies
Gharanis

Melkhana.

Sardars	Monthly
Watchmen	Do.
Errand boys	Monthly
Sardars emptying vats	Daily
Mixing mol	Do.
Carrying do.	Do.
Wegging do.	Do.
Emptying and scraping jars	Do.

Caking Department.

Sardars	Monthly
Sardars wetting bhagas	Do.
Watchmen	Do.
Ticket perforator	Do.
Do. stamper	Do.
Errand boys	Contract
Cake-makers	work.

Ditto boys	Daily
Ditto in caking school	Contract
	work.

Ditto boys	Daily
Wetting bhagas	Do.
Distributing	Do.
Supplying mol to scale	Do.
Supplying water in caking room	Do.
Drinking water supplier	Do.
Cleaning caking room	Do.
Boys rolling cakes on trash	Do.
Watchers	Do.

In eating room distributing		No.	
Jars	Do.	
Scraping jars	Do.	
Bag or Jar Weighment Scale No. 1.			
Weightmen	Monthly	
Errand boys	Do.	
Numberer	Daily	
Daily coolies	Do.	
Bag or Jar Weighment Scale No. 2.			
Weightmen	Monthly	
Numberer	Do.	
Daily coolies	Daily	
Bag or Jar Weighment Scale No. 3.			
Weightmen	Monthly	
Numberer	Do.	
Daily coolies	Daily	
Leaf Weighment Scale No. 1.			
Weightmen	Monthly	
Picker	Do.	
Errand boy	Do.	
Daily coolies	Do.	
Leaf Weighment Scale No. 2.			
Weightmen	Monthly	
Picker	Do.	
Errand boy	Do.	
Daily coolies	Do.	
Comparison of Bags and Jars.			
Numberer	Monthly	
Weightmen	Do.	
Errand boys	Do.	
Daily coolies	Do.	
At Railway Station.			
Daily coolies	Monthly	
Pantha coolies	Do.	

Factory Superintendent.

Mastering Officer.

Form No. 4.]

BIHAR OPIUM AGENCY.

LEAVE APPLICATION BOOK.

Department.

NAME OF APPLICANT.	Nature of leave, private or sick.	PERIOD.		Date of return from last leave.	Assistant's report of how the work is to be done during absence.	Assistant Factory Superintendent's remarks.	Factory Superintendent's order.	Signature of Musterling Officer.	Signature of Head Clerk.	REMARKS.
		From	To							
1	2	3	4	5	6	7	8	9	10	

FACTORY FORM No. 5.

FACTORY FORM NO. 8.]

BIHAR OPIUM AGENCY.

Account of Coolies, &c., wages from

to

190 .

Department and Designation.	Number.	Rate.			Amount.			Fines.			Net amount payable.		
		Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.
Total ..													

Certified that I have duly distributed the pay drawn in the previous bill (except the amount credited with the Treasurer as unclaimed wages) and hold the recipient's receipts.

PATNA OPIUM FACTORY,

The

190 .

} Asst. in charge.

Head Clerk.

Factory Supdt.

FACTORY FORM No. 6.]

BIHAR OPIUM AGENCY.

No.

Dated

190

DEPARTMENT.

To

The Treasurer, Patna Opium Factory.

Required the sum of Rupees

for the payment of

Rs.

FACTORY FORM No. 6.]

BIHAR OPIUM AGENCY.

No.

Dated

190

DEPARTMENT.

To

The Treasurer, Patna Opium Factory.

Required the sum of Rupees

for the payment of

Rs.

Pay.

Checked.

Assistant in charge.

Assistant in charge.

Head Clerk.

Factory Superintendent.

To

TREASURER.

Pay Sirdar

Dated

190

Assistant in charge.

Received

Dated

190

Sir dar.

FACTORY FORM No. 9.]

BIHAR OPIUM AGENCY.

Cash Book of Deposit transactions.

				Balance of undisbursed amount with Treasurer on the 190 .					
				Withdrawal					
				Total					
				Balance					
				Deposit					
				Total					
				Balance of undisbursed amount with Treasurer on the 190 .					
				Rupces.					
Under double locks	Rs.	Rs.	Rs.						
With Treasurer	undisbursed amount						
Ditto.									

*Accountant.**Treasurer.**Factory Superintendent.*

FACTORY FORM No. 10.]

BIHAR OPIUM AGENCY.

*Detailed statement of absentees' wages refunded from to 190 .**Department.*

Serial number in roll.	Name and caste.	Number of days.	Rate.			Amount.			REMARKS.
			Rs.	A.	P.	Rs.	A.	P.	

*The**190 . Assistant in charge. Head Clerk. Factory Supdt*

APPENDIX.

23

1	2	3	4	5	6	7	8	9	10	11	12	13												
Date of arrival.																								
Sadar.		District.	Division.		Sub-division or Kothi.			NUMBER OF BASKETS OR CYLINDERS.	(General condition of chaman and how packed.	Number.	Date.	Name of zilladars.	NET WEIGHT OF LEAF AS PER CHAMAN.				NET WEIGHT AS PER FACTORY.				INITIALS OF—	Local Assistant.	Friend Clerk or Factory Accountant.	REMARKS.
			Baskets.	Cylinders.									Chandi.	Class I.	Class II.	Total weight.	Chandi.	Class I.	Class II.	Total weight.				

FACTORY FORM No. 16.]

BIHAR OPIUM AGENCY.

No.

Receipt for Chalan Leaf Baskets.

NAME OF SUB-DIVISION OR KOTHL.	Number of chalan.	Baskets or cylinders.	Date of arrival.	REMARKS.

Name of zilladars in charge of the chalan ...

Date of release

Assistant.

FACTORY FORM No. 15.]

BIHAR OPIUM AGENCY.

No.

Receipt for Chalan Leaf Baskets.

NAME OF SUB-DIVISION OR KOTHL.	Number of chalan.	Baskets or cylinders.	Date of arrival.	REMARKS.

Name of zilladars in charge of the chalan ...

Date of release

*Assistant.**Factory Superintendent.*

BIHAR OPIUM AGENCY.

Leaf Indent Register—Season 190 .

FOR MANUFACTURE OF CAKES.				FOR SUTIAL.				FOR GENERAL REPAIRS.		INITIAL OF—			REMARKS. (* This column should only be filled in when indents are drawn up out of manufacturing season.)				
North and date.	Number of bhagas corresponding to number of cakes to be made.	Number of excess bhagas for repairs, &c.	Total number of bhagas.	Rate of compensation for atmospheric moisture.	Total quantity of leaves at 55 chittaks per bhaga plus allowance for atmospheric moisture.	Quantity allowed.	Number of cakes to be suted and repaired.	Leaf at 1.75 kacha per cake.	Wastage, atmospheric moisture, &c.	Total.	Number of cakes to be repaired and kussed.	Leaf required.		Godown number.	Grand total of leaf required.	Assistant Factory Superintendent.	Factory Superintendent.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
					M. s. c.			M. s. c. M. s. c. M. s. c.			M. s. c.		M. s. c.				

FACTORY FORM No. 21.]

BIHAR OPIUM AGENCY.

LEAF CERTIFICATE No.

Compensation for Leaf issued in Bhagas for

Leaf.	Dryage in 5 seers in kacha.	Compensation per bhaga in grains.	SIGNATURE OF	
			Factory Superinten- dent.	Assistant Factory Superinten- dent.
New ...				
Old ...				

P. O. FY. LABTY.

The

In charge, Assay Department.

190 .

FACTORY FORM No. 21.]

BIHAR OPIUM AGENCY.

LEAF CERTIFICATE No.

Compensation for Leaf issued in Bhagas for

Leaf.	Dryage in 5 seers in kacha.	Compensation per bhaga in grains.	SIGNATURE OF	
			Factory Superinten- dent.	Assistant Factory Superinten- dent.
New ...				
Old ...				

P. O. FY. LABTY.

The

In charge, Assay Department.

190 .

•

•

BIHAR OPIUM AGENCY.

Import Register of Opium—Season 190 - 190 .

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Date of division or Kotli.	Sub- division or Kotli.	Factory.	NUMBER OF CHALAN.	PARTICULARS OF CHALAN.									
		District.											
		Bags.		Good opium and khur- chan.									
		Jars.											
		Pots.											
		Bags.		Inferior.									
		Jars.											
		Pots.											
		Bags.		Government scrapping.									
		Jars.											
		Pots.											
		Jars.		Pasowa.									
		Pots.											
		Bags.											
		Jars.		Suspected.									
		Pots.											
		Bags.											
		Pots.		Burnt.									
		Bags.											
		Pots.											
		Bags.		Unclassified (Asami- war).									
		Pots.											
		Bags.											
		Jars.		Daily total.									
		Pots.											
		Condition of chalan and pack- ing.											
		No.	Particulars of receipts given to zilladars.										
		Date.											
		Names of zilladars.											
		Factory weightment.		DATE OF—									
		Factory parakh.											
		Import Officer.		INITIALS OF—									
		Head Clerk or Accountant.											
		REMARKS.											

Register of Opium Chalan received without Chalan Register.

[illegible]

FACTORY FORM No. 34.]

BIHAR OPIUM AGENCY.

Receipt Book of Opium weighed and sent to Laboratory by Import Officer.

1	2	3	4		5		6	7
DATE.	Sub-division or Kothi.	Description of Opium.	NUMBER OF CHALAN.		NUMBER OF		Acknowledg- ment of Assistant Opium Examiner.	REMARKS.
			Sadar.	District.	Bags or Jars.	Pots.		

FACTORY FORM No. 35.]

BIHAR OPIUM AGENCY.

(Parakh Paper good Opium.)

Sadar No.

Sub-division

Chalan No.

Kothi class.	Factory Parakh.	Letter of Tagar.	Assay.	Examiner and Parakhia.

Number of Bags or Jars.	Factory Parakh.	Letter of Tagar.	Assay.	Fines.	REMARKS.

FACTORY FORM No. 36.]

BIHAR OPIUM AGENCY.

Removal Certificate.

I certify that Chalan No.
found free from starch.

Kothi

has been tested and

PATNA OPIUM FACTORY, }
The 190 . }

In charge, Assay and Test Department.

Received

Jars

Pots

Assistant in charge.

Assistant Factory Superintendent.

Dated

FACTORY FORM No. 38.]

BIHAR OPIUM AGENCY.

*Assay Slip**Season 190 -190 .**Kothi**Chalan No.**Sadar No.*

Number of jars.	Kothi parakh.	Factory parakh.	Result of assay.	Jars on which fines have been imposed.	REMARKS.
1	2	3	4	5	6

PATNA OPIUM FACTORY, }

The 190 . } *Assistant Opium Examiner.* *Opium Examiner.*

FACTORY FORM No. 39.]

BIHAR OPIUM AGENCY.

Laboratory Parakh Paper.

Serial No.

Sub-division

Chalan No.

Description

Number of bags, jars or pots.	Parakh.	PENALTY FOR—		Abkari.	Lewa.	Morphia.	REMARKS.
		Impurity.	Pasewa.				
1	2	3	4	5	6	7	8

APPENDIX.

49

[illegible]

2.

FACTORY FORM No. 47.]

BIHAR OPIUM AGENCY.

Quality of Opium Mulkhana Tank Register, Season 190 .

[illegible]

BIHAR OPIUM AGENCY.

Alligation Room Assay Register—Season 190 -190 :

1	2	3	4	5	6	7	8	9	10	11	12	13	14		
Month and date.	Number of vats.	VAT CONSISTENCE AFTER MIXING.		Average consistence of each vat.	Average consistence of all vats.	Stored in tank No.	MOL OR CAKING TANK ASSAY.			Average of mol tank assay.	Equal to consistence.	Number of caking assay certificate.	Date on which opium was caked.	Test in 5 Officer. Alligation Officer. FACTORY Superintendent.	REMARKS.
		1st assay.	2nd assay.				1st test.	2nd test.	3rd test.						

FACTORY FORM No. 52.]

BIHAR OPIUM AGENCY.

No.

Assay Certificate.

Description.	Assay.	Order of the Factory Superintendent.

The

190 .

Laboratory Officer.

Account of thin and thick Dhoi received and expended in Lewakhana during the month of

[illegible]

Lewa Indent for Manufacture, Suttai and Repairs of Cakes 190 .

APPENDIX.

[PART

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Date.	Godown number.	<div>Manufactured.</div> <div>Sutaled.</div> <div>Reused and repaired.</div>	Number requiring petty repairs.	Lewa required according to regulated allowance.	Excess allowed for adhesion.	Total quantity issued.	Number of cakes actually manufactured or suitaled.	Lewa required for cakes issued allowance. in column 5 at authorised allowance.	Lewa actually used.	<div>Above.</div> <div>Below.</div>	Quantity returned to Lewakham.	Initial of receiving officer.	<div>Assistant Factory Superintendent.</div> <div>Factory Superintendent.</div> <div>Lewakham Assistant.</div>	REMARKS.

FACTORY FORM No. 58.

FACTORY FORM No. 58.]

BIHAR OPIUM AGENCY.

*Daily Register of cakes manufactured at the Sadar Opium Factory, Patna, during
season 190 .*

Section Assistant in charge

date

190 .

1	2	3	4	5
Serial number of cake- makers in section.	NAME AND CASTE OF CAKE- MAKER.	Number of cakes made this day.	Number of bad cakes.	REMARKS.

I certify that the cakes entered in column 3 against each cake-maker have been counted by me personally, and that the total of the column has been struck by me.

Section Assistant.

I certify that the figures in column 4 have been entered by me after careful personal examination of the cakes of each cake-maker.

Examining Assistant.

Consistence.

Number of section.	Number of cakes made by each section.	Number of bad cakes.	Godown to which sent.	Signature of Receiving Officer.
Total				

Assistant Factory Superintendent.

BIHAR OPIMUM AGENCY.

Register of Provision Cakes made by each Cake-maker - Season 190 -190

[illegible]

FACTORY FORM NO. 80.1

BINHAR OPIUM AGENCY.

Caking Results and Expenditure of Provision Opium—Season 190-190 :

[illegible]

BIHAR OPIUM AGENCY.

Caking Room Pass.

Section.	Sirdars.	Cake-makers.	Cake-makers' boys.	Trash boys.	Buttal boys.	REMARKS.
I	..					
II	..					
III	..					
IV	..					
V	..					
VI	..					
VII	..					
VIII	..					
IX	..					
X	..					

Assistant Factory Superintendent.

The _____ 190 .

BIHAR OPIUM AGENCY.

Caking Room Pass.

Section.	Sirdars.	Cake-makers.	Cake-makers' boys.	Trash boys.	Buttal boys.	REMARKS.
I	..					
II	..					
III	..					
IV	..					
V	..					
VI	..					
VII	..					
VIII	..					
IX	..					
X	..					

Assistant Factory Superintendent.

The _____ 190 .

Weighmen	Do.
Ticket perforator	Do.
Do. stamper	Do.
Beldars wetting bhagas	Do.
Boys ditto	Boys
Beldars distributing bhagas	Do.
Do. searching mél	Do.
Do. supplying water in caking-room	Do.
Do. drinking water	Do.
Boys supplying ditto	Boys
Watchmen	Do.

FACTORY FORM No. 64.]

BIHAR OPIUM AGENCY.

Statement showing weight of 100 cakes received into No.
the morning after manufacture.

Cake Godown on

Number.	Weight.			Number.	Weight.			Number.	Weight.			Number.	Weight.			REMARKS.
	S.	C.	K.		S.	C.	K.		S.	C.	K.		S.	C.	K.	
1				26				51				76				
2				27				52				77				
3				28				53				78				
4				29				54				79				
5				30				55				80				
6				31				56				81				
7				32				57				82				
8				33				58				83				
9				34				59				84				
10				35				60				85				
11				36				61				86				
12				37				62				87				
13				38				63				88				
14				39				64				89				
15				40				65				90				
16				41				66				91				
17				42				67				92				
18				43				68				93				
19				44				69				94				
20				45				70				95				
21				46				71				96				
22				47				72				97				
23				48				73				98				
24				49				74				99				
25				50				75				100				
AVERAGE WEIGHT OF CAKES								Total				...				
Maximum													
Minimum													

The _____ 190 .

Assistant in charge. Assistant Factory Superintendent. Factory Superintendent

FACTORY FORM NO. 66.]

BIHAR OPIUM AGENCY.

Indent for Cups.

Date.	Godown number.	Number of cups required.	Purpose for which required.

Asst. in charge.

BIHAR OPIUM AGENCY.

Indent for Cups.

Date.	Godown number.	Number of cups required.	Purpose for which required.

Asst. in charge.

Asst. Factory Supdt.

Factory Supdt.

BIHAR OPIUM AGENCY.

FACTORY FORM NO. 67.]

No. *Cake Godown Diary of Operations carried on during the month of* 190

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18				
Date.	Balance of cakes in Godown.		Received this day.	Total number of cakes in the godown.	Issues.	Rejections from scales.	Net issues, i.e., difference between columns 5 and 6	Balance in Godown, i.e., difference between col- umns 4 and 7.	Number of cakes turned daily.	Number of cakes returned.	Fractured or other- wise damaged.	Much.	Slightly.	Loss.	Loss.	For turning.	For suit.	Assistant in charge.	Assistant Factory Superintendent.	Factory Superin- tendent.	REMARKS.

FACTORY FORM No. 68.

BIHAR OPIUM AGENCY.

Weekly Report for Suttai and Repairs.

Season 190 -190 .

Dated 190 .

APPENDIX.

The

190 .

Assistant Factory Superintendent.

Factory Superintendent.

Number of godown.	Number of cakes senttied this week.	Total of cakes senttied previ-ously.	NUMBER OF CAKES.			Grand total of cakes repaired and kusing.	LEWA EXPENDED.			LEAF EXPENDED.		
			Repaired this week.	Kused this week.	Repaired pre-viously.	Kused pre-viously.	Suttai.	In repairs and kusing.	Total.	In suttai.	Repairs.	Total.
1												
2												
3												
4												
5												
Total ...												

Wastage
 Allowance for atmospheric moisture
 Net leaf expenditure
 Total ...

Total cakes manufactured
 Number senttied and repaired to date
 Remaining

	Ch.	Ple.	Decl.
Authorised expenditure of leaf per cake
Actual ditto	...	1	75
Difference
Authorised expenditure of lewa per cake
Actual ditto	...	3	...
Difference

Weekly Report of Packing Stores.

	In store.	Received this week.	Expended this week.	Balance in hand.	REMARKS.
Provision chests No.			.		
Ditto lids No.					
Ditto partitions No.					.
Ditto mats No.					
Gunny covers (broad) No. Ditto (narrow) No.					
Damner cloth 6" Mds. Ditto 4" Ditto 2"					
Nails 3" Mds.					
Do. 2½"					
Do. 2"					
Coal pitch					
Twine Mds.					

PATNA OPIUM FACTORY,

The

190

}

Factory Superintendent.

FACTORY FORM No. 70.

FACTORY FORM NO. 70.]

BIHAR OPIUM AGENCY.

No. Godown Statement showing the Weight of 80 Cakes.
 Section Month Season 190 -190 .

Number.	Class I.	Class II.	Class III.	Class IV.	Number.	Class I.	Class II.	Class III.	Class IV.
1					41				
2					42				
3					43				
4					44				
5					45				
6					46				
7					47				
8					48				
9					49				
10					50				
11					51				
12					52				
13					53				
14					54				
15					55				
16					56				
17					57				
18					58				
19					59				
20					60				
21					61				
22					62				
23					63				
24					64				
25					65				
26					66				
27					67				
28					68				
29					69				
30					70				
31					71				
32					72				
33					73				
34					74				
35					75				
36					76				
37					77				
38					78				
39					79				
40					80				
Total					Total				

Abstract.

Class.	Number of cakes.	Weight.	REMARKS.	Class.	Number of cakes.	Weight.	REMARKS.
I				I			
II				II			
III				III			
IV				IV			
Total ...				Total ...			
Last week's weightment.				Last week's weightment.			
Difference, i.e. dryage				Difference, i.e. dryage.			

Assistant in charge. Assistant Factory Superintendent. Factory Superintendent.

FACTORY FORM NO. 71.]

PATNA OPIUM.

No.

M. S. C.

40 Cakes

80 Tolahs Weight.

BIHAR OPIUM AGENCY, }
The 190 . }

Opium Agent.

Cakes examined, weighed, and packed in my presence.

Chest closed in my presence.

Weighment and packing conducted under my general
superintendence.

Factory Superintendent.

1	2	3	4	5	6	7	8	9	10	11	12			
DATE.	Number of scale.	Number of chest.	Packing weight of the day.	WEIGHT OF CANS.		Total	WEIGHT OF TRASH AND BAG.		Deduct weight of bag.	NET WEIGHT OF TRASH.		Total weight of trash in chest.	Any faults which may be observed in the packing.	Initials of examining officer.
				Upper layer.	Lower layer.		Upper layer.	Lower layer.		Upper layer.	Lower layer.			
				Mrs. A. C.	Mrs. S. C.	Mrs. A. C.	S.	C.	S.	C.	S.	C.		

Tally of Provision Opium Chests Despatched.

[illegible]

Sheet No.

Season 190 -190 .

Despatch No.

**Chests from
to**

РАТНА ОРІУМ НАСТОВ.

The

196

Clerk.

Details of Artizans, &c, employed in
caking-room in completing the pack-
ing of the Chests from No.
Scales.

Details of Artizans, &c., employed in
Caking-room in completing the pack-
ing of the Chests from No.
Scales.

Assistant in charge of Nos.

Assistant in charge of Nos.

Do. do. of Nos.

Do. do. of Nos.

1. Pressing trash into chests

1. Pressing trash into chests

2. Levelling trash by rule ...

2. Levelling trash by rule ...

3. Examiner of trash packing
to see if properly done ...

3. Examiner of trash packing
to see if properly done ...

4. Examiner of nailing down
of lids ...

4. Examiner of nailing down
of lids ...

5. Examiner of dammering and
marker of places badly or
not at all done ...

5. Examiner of dammering
and marker of places badly
or not at all done ...

6. Examiner of sewing on and
fitting of gunny ...

6. Examiner of sewing on and
fitting of gunny ...

7. Marking and numbering
gunny ...

7. Marking and numbering
gunny ...

FACTORY FORM No. 78.]

BIHAR OPIUM AGENCY.

Certificate of the Packing Assistants.

CERTIFIED that the packing at the scales was conducted strictly according to the rules laid down for my guidance in the Opium Manual.

Packing at Nos. 1 and 2 scales	began at	a.m.
" " " "	ended at	p.m.
" " 3 " 4 "	began at	a.m.
" " "	ended at	p.m.

*Asst. in charge Nos. 1 and 2 scales.**Asst. in charge Nos. 3 and 4 scales.*

CERTIFIED that the packing of upper layer of cakes and that the nailing down of packed chests was conducted by me strictly in accordance with the rules laid down for my guidance in the Opium Manual.

*Asst. in charge Nos. 1 and 2 scales.**Asst. in charge Nos. 3 and 4 scales.*

CERTIFIED that the examination of the packed dammured chests was conducted by me strictly in accordance with the rules laid down for my guidance in the Opium Manual.

Damming was finished at _____ p.m. The chests noted below were found damaged.

The sewing of covers on chests Nos. _____ to _____ was done under my strict supervision, and the chests tallied by me.

Assistant in charge.

CERTIFIED that the packing operations this day have been conducted strictly according to the rules laid down in the Opium Manual.

Dated

190 .

Assistant Factory Superintendent.

FACTORY FORM No. 80.]

BIHAR OPIUM AGENCY.

Ticket for Cartmen carrying Provision Chests.

पास रवानगी संदूक कवां अफीम नम्बर पास
नाम गाईवान

तारीख रवानगी ।	नम्बर गाड़ी का ।	तायदाद सन्दूक ।	केराया गाड़ी सन्दूक ।

रखखत मोहरि ।

FACTORY FORM No. 80.]

BIHAR OPIUM AGENCY.

Ticket for Cartmen carrying Provision Chests.

पास रवानगी संदूक कवां अफीम नम्बर पास
नाम गाईवान

तारीख रवानगी ।	नम्बर गाड़ी का ।	तायदाद सन्दूक ।	केराया गाड़ी सन्दूक ।

रखखत मोहरि ।

FACTORY FORM No. 81.]

BIHAR OPIUM AGENCY.

*Report of the Assistant detailed for duty at Patna Railway Station superintending
Opium despatches of 190 -190 .*

I	Number of chests put in wag- ons from No. to No.	I	
II	Condition of chests and any defects found and how reme- died, giving the numbers of the chests found defective.	II	
III	Did the cartmen carry out their duties satisfactorily without damage to the chests?	III	
IV	Did you personally seal the wagons and see them locked?	IV	
V	Have you anything else to report?	V	

Dated

190 .

Factory Supt.

Assistant in charge at

Patna Station.

h 2

FACTORY FORM No. 32.]

BIHAR OPIUM AGENCY.
बिहार ओपियम एजेंसी ।

अफीउन सन १८० - १८० ।

वि०

असिस्टेंट इन्चार्ज पटना स्टेशन से

वेगन

याने गाड़ी देखवे कि जिस में ताबा बन्द है व मोहर किया हुआ है

जिस में सन्दूक कहां बिहार अफीउन का है और

कोड़े का ताबा में चाबी पाया।

	{ हेड-कानसेबल ।
हस्ताक्षर हेड-कानसेबल व कानसेबल	{ यंजन ।
के जो बाबाग सन्दूक कहां अफीउन	{ कानसेबल ।
के साथ कसकता जाते हैं ।	
	{ यंजन ।

PATNA STATION,

Signed in my presence.

The

190

Assistant on duty.

I do hereby certify that the despatch of Bihar Provision Opium of comprising chests, each chest containing forty cakes or balls, forwarded to the Presidency by rail is to the best of my knowledge and belief pure and genuine opium, the instructions of the Board of Revenue for preventing the adulteration of it having to the utmost of my power being strictly observed, and further that the quantity of opium allowed on making the cakes was as follows :—

	Indian weight.			Factory weight.		
	Mds.	s.	c.	Mds.	s.	c.
Opium put into each chest at the consistence of per cent. ...						
Opium used for pasting the leaves of the envelopes at a consistence of per cent. 						
Total ...						

I do also certify that the quantity of poppy leaves used in the formation of the envelopes inclusive of all subsequent repairs has been about seers and chitaks, Indian weight equal to seers and chitaks, Factory weight, that proportion having been judged the fittest for the preservation of the drug.

BIHAR SADAR FACTORY ;
The 190 . }

Factory Superintendent.

I CERTIFY to the correctness of the above statement.

BIHAR OPIUM AGENCY
The 190 . }

Opium Agent.

FACTORY FORM No. 84.

BIHAR OPUM AGENCY.
Stock Book of Akhari Opium.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
UNMANUFACTURED ACCOUNT.																
Date.																
Opening balance.																
Receipts.																
Gross quantity exported from malkhana.																
Consistence.																
Quantity converted to 90°.																
Total of columns 2 and 5.																
Expenditure at 90°.																
Manufactured into excise cakes.																
Quantity struck off as sent to lewa, &c. (quote authority).																
Total of columns 7 and 8.																
Closing balance, deducting column 9 from column 6.																
MANUFACTURED ACCOUNT AT 90°.																
Opening balance.																
Receipts as per column 7.																
Total of columns 11 and 12.																
Issued.																
Closing balance, deducting column 14 from column 13.																
Initials of officer in charge.																
REMARKS. (Quote here authority from columns 8 and 14).																

M. s. c. M. s. c. M. s. c. M. s. c. M. s. c. M. s. c. M. s. c. M. s. c. M. s. c. No. No. M. s. No. No. M. s. No. No. M. s. No. No. M. s. No. No. M. s. No. No. M. s.

FACTORY FORM NO. 85.]

PATNA ABKARI OPIUM.

No.	M.	s.	c.	
60 cakes	1	20	0	80 tolahe weight.

BIHAR OPIUM AGENCY,
The 190 . *Factory Superintendent.*

Cakes examined, weighed and packed in my presence.

Assistant in charge.

FACTORY FORM No. 88.]

BIHAR OPIUM AGENCY.

No.

FROM

To

THE

Dated , the 190

SIR,

WITH reference to your indent, dated the 190 ,

* chests containing †

maunds of opium have been forwarded to your address for use in the Excise Department.

2. The gross weight of each chest will be found on the reverse and is to be verified immediately upon the receipt of this advice.

3. Your receipt in duplicate for the supply should be forwarded without delay in the prescribed form.

I have the honour to be,

SIR,

Your most obedient servant,

* In words and figures.
† In words and figures.

FACTORY FORM No. 89.]

BIHAR OPIUM AGENCY.

ORIGINAL.

" Receipt for Abkari Opium."

RECEIVED from the Opium Agent of Bihar chests containing maunds
seers of Abkari Opium for retail sale in the District,
the value of which is to be credited to the said Agency at the rate of eight
rupees and eight annas per seer of 80 tola of the consistence of 90 per cent.,
being in aggregate Rupees . The chests were examined
and their gross weight verified. The gunny coverings were intact, and the
chests had no appearance of having been tampered with.

190 . } Signature and
 } designation of
 } Receiving Officer. }

DUPLICATE.

" Receipt for Abkari Opium."

RECEIVED from the Opium Agent of Bihar chests containing maunds
seers of Abkari Opium for retail sale in the District,
the value of which is to be credited to the said Agency at the rate of eight
rupees and eight annas per seer of 80 tola of the consistence of 80 per cent.,
being in aggregate Rupees . The chests were examined
and their gross weight verified. The gunny coverings were intact, and the
chests had no appearance of having been tampered with.

190 . } Signature and
 } designation of
 } Receiving Officer. } _____

FACTORY FORM NO. 90.]

BIHAR OPIUM AGENCY.

Statement of Abkari Opium supplied from the Patna Opium Factory during the quarter ending

DISTRICT.	Quantity supplied.						Date of supply.	REMARKS.
			Mds.	S.	CH.	K.		

BIHAR OPIUM AGENCY.

Stock Book of Medical Opium in Cakes at 50° prepared and supplied from the Bihar Opium Factory.

UNMANUFACTURED ACCOUNT.											
Month and date.	Opening balance.	Receipts.			Expenditure.						Closing balance.
		From malkhana.	Consistence.	Quantity converted to 90°.	Total of columns 2 and 3.	For manufactured.	For potsberds.	For adhesion and turn of scale.	Totals of columns 7, 8 and 9.		
1	2	3	4	5	6	7	8	9	10	11	
	LBS. OL. DR.	M. S.C.		LBS. OL. DR.	LBS. OL. DR.	LBS. OL. DR.	LBS. OL. DR.	LBS. OL. DR.	LBS. OL. DR.	LBS. OL. DR.	LBS. OL. DR.

Month and date.	MANUFACTURED ACCOUNT.						Number and date of authority for issue.	To whom issued.	Number and date of ticket.	REMARKS.
	Received from unmanufactured account, column 7.		Total.	Issues.	Closing balance.					
	Opening balance.									
	12	13	14	15	16	17	18	19		
	LBS. OL. DR.	LBS. OL. DR.	LBS. OL. DR.	LBS. OL. DR.	LBS. OL. DR.					

Register of Receipts and Expenditure of Contraband Opium.

[illegible]

FACTORY FORM No. 9A.]

BIHAR OPIUM AGENCY.

FROM

No.

THE OPIUM EXAMINER,
BIHAR AGENCY.

TO

THE

Dated the

190 .

WITH reference to his memorandum No. , dated

190 , undersigned has the honour to acknowledge
the receipt of packets of contraband opium.

The contents weighed here seers chittaks kachas.

Opium Examiner.

FACTORY FORM No. 4.]

BIHAR OPIUM AGENCY

No.

FROM

THE OPIUM EXAMINER,
BIHAR AGENCY.

TO

THE

Dated the

190 .

WITH reference to his memorandum No. , dated

190 , undersigned has the honour to acknowledge
the receipt of packets of contraband opium.

The contents weighed here seers chittaks kachas.

Opium Examiner.

FACTORY FORM No. 96.]

BIHAR OPIUM AGENCY.

No.

Report for the Fortnight ending , *the* *150* .

Has the honour to report that during the fortnight—

- (1) the daily muster roll of the men of the fire-brigade has been kept up;
- (2) that the rules regarding night attendance by the fire-brigade men have been strictly observed;
- (3) that the men were drilled on the at M. and on the at M.;
- (4) that the reservoirs, hand engines, extincteurs and everything appertaining to them have been duly inspected, and found to be in good order with the exceptions noted overleaf.

Fire-Brigade Assistant.

The fire-engines and everything appertaining to them and the Laboratory boiler have been duly inspected and found to be in good order with the exceptions noted overleaf.

Saw Mill Engineer.

BIHAR OPIUM AGENCY.

Pass No.
पास नं.

Dated the
दिनांक

190
१६. १

Pass out of the Factory the following :—
निम्न दिये अंशों में से जो नाम के बंदी जाने हों।

Assistant,
दखान निवासियों।

BIHAR OPIUM AGENCY.

Pass No.
पास नं.

Dated the
दिनांक

190
१६. १

Pass out of the Factory the following :—
निम्न दिये अंशों में से जो नाम के बंदी जाने हों।

Assistant,
दखान निवासियों।

Factory Superintendent,
दखान सुपरिन्टेण्डेंट।

BIHAR OPIUM AGENCY.

Day-book of Stores received at the **Factory.**

Date.	Number of invoice.	From whom received.	Names of articles.	Number.	Quantity.	Ledger folio.	Initials of Store-keeper.	Initials of Head Clerk or Factory Accountant.	REMARKS.
1	2	3	4	5	6	7	8	9	10
					Mts. S. C.				

FACTORY FORM NO. 102.]

BIHAR OPIUM AGENCY.

No.

Invoice of Articles supplied from the Factory.

To

References

ARTICLES.	Number or quantity.	Weight.		
		Mds.	S.	C.

Dated

190 .

Assistant in charge.

BIHAR OPIUM AGENCY.

No.

Invoice of Articles supplied from the Factory.

To

References

ARTICLES.	Number or quantity.	Weight.		
		Mds.	S.	C.

Dated

190 .

Assistant in charge.

Factory Superintendent.

[Please sign and return.]

FACTORY FORM No. 100.]

BIHAR OPTIUM AGENCY.

(Vide India Government's No. 49493.E., dated the 24th August 1903.

DEPARTMENT.

Indent No

dated

190 .

Telegraphic Code-word

Revenues and Imperial Head of Account or grant to which cost is charge.
able --

Date when the stores are required to reach India :—

Port to which the stores are to be shipped :—

[The necessary certificates, if any, as required by existing Regulations, to be inserted below.]

17
18

19

APPENDIX A.

Annual statement of expenditure on stores purchased in India in the *instead of being obtained from the Director-General of Stores,*
India Office, for the official year 190 -190 . *“*

[REDACTED]

[illegible]

РАТНА ОРЈУМ ФАКТОРЈ;)

Head Clerk.

Store-keeper.

Factory Superintendent.

Opium Agent,

FACTORY BOX : No. III.]

Stock Book of Cups.

Date.	Balance in store.	Receipt.		Daily total.	Total cups in store.	As per indent register.	EXPENDITURE		Balance in store.	Initial of officer in charge.	Initials of Head-clerk or Factory Accountant.	REMARKS.
		New cups	Old cups returned from godown.				Breakages.	Total expenditure.				
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
Total												

Assistant in charge.

PANAONIUM FACTORY,
190

FACTORY FORM No. 112.1
BIHAR OPTIUM AGENCY.

Cup Receipt.

BIHAR OPTIUM AGENCY.

Cup Receipt.

No.

Received from

Cups

Contractor

No.

Received from

Cups

Contractor

Assistant in charge.

Factory Superintendent.

The

190

The

190

Assistant in charge.

To be given up at the time of payment.

BIHAR OPIUM AGENCY.

Saw Mills and Chest Department Muster Roll for

190 .

III.]

APPENDIX.

129

The number to be filled in with red ink, at the time of counting and not afterwards.	NUMBERS ALLOWED.				NUMBERS PRESENT.						Signature of officer in charge.		
	Monthly paid servants.	Coolies receiving daily wages.				Monthly paid servants.	Coolies receiving daily wages.						
		At A. 4.	At A. 3.	At A. 2.	At A. 1.0.		At A. 1.5.	At A. 2.	At A. 3.	At A. 4.		At A. 1.0.	At A. 1.5.
I.—SAW MILLS.													
Skilled Labourers													
Unskilled Labourers													
II.—CHEST DEPARTMENT.													
Skilled Labourers													
Unskilled Labourers													

Mustering Officer.

Saw Mill Engineer.

Factory Superintendent.

[illegible]

BIHAR OPIMUM AGENCY.

Original.

20

Received from
mentioned timber, *vide* Opium Agent's order
No. . dated 190 .
the unders.

Number of wood logs received into lumber yard	Total cubic contents.			Bale per cubic feet	Remarks.
	Feet	Inches	Parts.		
	Value.				

Certified that the quantity included in this bill has been credited in the Timber Stock-book and contractors' ledger and has not been paid for before

*Engineer,
Chest Department and Saw Mills*

Factory Superintendent.

CHESHAM DEPARTMENT AND SAW
MILLS OFFICE, 190 .

Table 8

РІННІВ ОРІТМ АГЕНЦІ:

DUPLICATE

20

Received from
mentioned lumber, *vide* Opium Agent's order
No. . dated 1890 . the under-

[illegible]

Certified that the quantity included in this bill has been credited in the Timber Stock-book and contractors' ledger and has not been paid for before.

**Engineer,
Chest Department and Saw Mills**

Factory Superintendent

CHEST DEPARTMENT AND SAW
MILLS OFFICE, 190

III

LABORATORY FORM NO. 1167

WILHAR OPIUM AGENCY

TriPLICATE.

No

Received from
the undersigned timber, vide Opium Agent's order
No. 190 dated

[illegible]

Certified that the quantity included in this bill has been credited in the Timber Stock-book and contractors' ledger and has not been paid for before

**Engineer,
Chest Department and Saw Mills**

Factory Superintendent.

CHIEF DEPARTMENT AND SAW
MILLS OFFICE, 190.

III

BIBAR OPTIC AGENCY.

FACTORY FORM NO. 121(c).J

190

account of Chests put together daily by each Contract Carpenter during the month of

[illegible]

BIHAR OPIUM AGENCY.

Account of Planks changed daily by each Contract Carpenter in the month of 190

[illegible]

BIHAR OPIUM AGENCY.

Stock Book by Compartment.

РАСХОДЫ ПОДЪЕМНОГО МЕХАНИЗМА

[illegible]

100

101

FACTORY FORM No. 136.]

BIHAR OPIUM AGENCY.

STORE DEPARTMENT.

No.

RECEIVED into Store the following Articles from

Description of articles.	Number.	Mds.	s.	c.

BIHAR OPIUM AGENCY, }
 Patna; 190 . }
 The Factory Supdt. Store-keeper.

FACTORY FORM No. 136.]

BIHAR OPIUM AGENCY.

STORE DEPARTMENT.

No.

RECEIVED into Store the following Articles from

Description of articles.	Number.	Mds.	s.	c.

BIHAR OPIUM AGENCY, }
 Patna; 190 . }
 The Factory Supdt. Store-keeper.

BIHAR OPIUM AGENCY.

Gate Pass.

पास पोखारी नं०
नाम खरीदार

ता० माह सन्

तारीख । मोखाम ।	तायदाद बाट ।	नम्बर बाट ।	किंवा बाट ।	कोमत ।

Factory Superintendent.

BIHAR OPIUM AGENCY.

Gate Pass.

पास पोखारी नं०
नाम खरीदार

ता० माह सन्

तारीख । मोखाम ।	तायदाद बाट ।	नम्बर बाट ।	किंवा बाट ।	कोमत ।

Factory Superintendent.

FACTORY FORM No. 131.]

BIHAR OPIUM AGENCY.

Abstract of Auction Sale Proceeds.

Date.	DAILY ACCOUNT OF SALE, PAYMENTS MADE BY THE PUR- CHASERS, AND BALANCE DUE BY THEM.						INITIALS OF—			REMARKS.
	Sale proceeds as per sale list.			Amount realized from purchasers and credited to Government.			Treasurer.	Head Clerk.	Factory Superintend- ent.	
1	2			3			4	5	6	7
	Rs.	A.	P.	Rs.	A.	P.				

FACTORY FORM No. 132.]

BIHAR OPIUM AGENCY.

No.

*Weekly report of articles sold at the Sadar Godown during the week ending
the 190 .*

Month and date.	AGGREGATE NUMBER OF LOTS AND NATURE THEREOF.		AGGREGATE QUANTITY SOLD.		Total sale proceeds of each description.	REMARKS.
	Number of lots.	Description of refuse wood, &c.	Number.	Weight.		
1	2	3	4	5	6	7
				M. S. C.	Ra. A. P.	I have inspected all these lots and found them of no use to the Chest Department. <i>Engr., Chest Dept. and Saw Mills.</i>

CHEST DEPARTMENT
OFFICE,

The

190 .

Factory Auctioneer.

Factory Superintendent.

FACTORY FORM No. 133.]

BIHAR OPIUM AGENCY.

Account of Timber and Chests.

TIMBER ACCOUNT.

	MANGO.			SEMUL.			REMARKS.
	Number of logs.	Cubic contents.	Equal to chests.	Number of logs.	Cubic contents.	Equal to sets of compartments.	
1	2	3	4	5	6	7	8
Opening balance ...		Pt. I. P.			Pt. I. P.		
Receipts ...							
Total ...							
EXPENDITURE.							
Sawn ...							
Other issues ...							
Total issues ...							
Balance ...							

CHEST ACCOUNT.

	PROVISION.				ABKARI.				REMARKS.
	Chests.	Lids.	COMPART- MENTS.		Chests.	Lids.	COMPART- MENTS.		
			Large.	Small.			Large.	Small.	
1	2	3	4	5	6	7	8	9	10
Opening balance ...									
Receipt ...									
Total ...									
Issues ...									
Balance ...									

DAMMERING ACCOUNT.

	Provision.	Abkari.	REMARKS.
1	2	3	4
Stock in hand ...			
Dammered this week ...			
Total ...			
Issues ...			
Balance in hand ...			

Saw Mill Engineer. Head Clerk. Factory Superintendent. Opium Agent.
 PATNA OPIUM FACTORY, }
 The Saw Mill; 190 . }

FACTORY FORM NO. 134.]

Application for funds required for Factory for the month of 190 and two ensuing months.

AGENCY.	Revenue Treasuries.	Letters of credit obtain- ed from April up to date.	Amount remitted into Treasury from April up to date.	Total of columns 3 and 4.	Amount drawn up to 10th of current month by cheques.	Balance of letter of cre- dit in the Revenue Treasury, column 3 minus column 6.	Closing cash balance in Revenue Treasury on the 10th of the cur- rent month.	Total of columns 7 and 8.	ESTIMATED EXPENDI- TURE.				Difference between col- umns 9 and 12.	ESTIMATED REQUIREMENTS FOR THE TWO ENSUING MONTHS.	REMARKS.
									From 11th to the end of the cur- rent month.	For the ensuing month.	Total of columns 10 and 11.				
1	2	3	4	5	6	7.	8	9	10	11	12	13	14	15	16
															Note.—Full details of the estimated expenditure (col- umn 12) should be given in this column.

PATNA OPUM FACTORY, }
The 190 . }

Factory Superintendent.

Cheque form.

No. _____

Dated _____

Amount _____

On what account paid _____

To whom _____

Collector's Treasury _____

Factory Superintendent, Patna.

Cheque form.

No. _____ Rupees _____

_____ dated _____ 190 _____

Please pay to _____

the sum of Rupees _____

on account of _____

as per Bihar Opium Agent's letter of credit, No. _____, dated the _____ 190 _____

To _____

THE TREASURY OFFICES OF _____

Factory Superintendent, Patna.

FACTORY FORM No. 136.]

No. _____

To

THE TREASURY OFFICER OF

SIR,

I HEREBY advise you that I have this day drawn the undermentioned draft upon your Treasury in part of my letter of credit for this month :—

No.	Date.	In favour of	Amount.	Number and date of last advice issued.
			Rs. A. P.	

I have the honour to be,

SIR,

Your most obdt. servant,

Factory Superintendent.

FACTORY FORM No. 136.]

No. _____

To

THE TREASURY OFFICER OF

SIR,

I HEREBY advise you that I have this day drawn the undermentioned draft upon your Treasury in part of my letter of credit for this month :—

No.	Date.	In favour of	Amount.	Number and date of last advice issued.
			Rs. A. P.	

I have the honour to be,

SIR,

Your most obdt. servant,

Factory Superintendent.

BIHAR OPIDUM AGENCY.

Stock and Manufacture Accounts of the Sadar Factory, Patna, for 1850.

FACTORY FORM NO. 158.7

No. 2.—RECEIPT OF OPIUM.

DETAILS.	Previously received.		Received this week.		Total.	
	Mds.	s. c. k.	Mds.	s. c. k.	Mds.	s. c. k.
Good opium						
Inferior opium						
Betters opium						
Pissawa						
Dhol						
Kaffa... ..						
Total						

Signature of officer in charge.

No. 3.—CONFISCATION OF OPIUM.

DETAILS.	Previously confiscated.		Confiscated this day.		Total.	
	Mds.	S. C. & P.	Mds.	S. C. & P.	Mds.	S. C. & P.
Good opium ..						
Inferior opium ..						
Opium from Benares ..						
Panna ..						
Kaifa ..						
Total ..						

Signature of Officer in charge.

... RECEIVED 1908 PAGE AND DOTS RECEIVED AND EXAMINED.

	Jars.	Bags.	Pots.	REMARKS.
Balance	
Received this week	
Total	
Examined this week	
Balance	
GRAND TOTAL	

Signature of Officer in charge.

H.]

No. 5.—OPIUM RECEIVED AND EXPENDED IN THE MANUFACTURE OF PROVISION CAKES.

APPENDIX.

167

RECEIPT.		EXPENDITURE.				REMARKS.	
DETAILS.	Gross opium.	DETAILS.	Gross opium.				Total.
	M.		s.	c.	k.		
Opium received from malthana as per account No. 5	...	Opium expended in making cakes of 75° consistence and over at 14. 7½ ch. per cake...	
Lava received from lavathana as per account No. 7, after deducting quantity received as unexpended.	...	Opium expended in making cakes of under 75° consistence	
		Broken pieces of pot, &c.	
		Loss on account of adhesion, &c.	
		Dryage in alligation and caking vats	
		Lava expended in manufacturing cakes	
Total	...	Total	

Signature of Officer in charge.

Signature of Officer in charge.

No. 6.—MANUFACTURE AND PACKING OF PROVISION CAKES.

CAKES MANUFACTURED.					CAKES PACKED.						
DETAILS.	Under 75°.	At 75°.	Over 75°.	Total.	Caking consequence of the day.	DETAILS.	Under 75°.	At 75°.	Over 75°.	Total.	REMAINED.
Previously manufactured						Balance					
Manufactured this day ..						Cakes of season 190-190					
						Ditto 190-190					
						Ditto 190-190					
						Total					
						Number packed					
						Cakes of season 190-190					
						Ditto 190-190					
						Ditto 190-190					
						Total					
						Balance					
						Cakes of season 190-190					
						Ditto 190-190					
						Ditto 190-190					
Total ..						Total					

Signature of Officer in charge.

Signature of Officer in charge.

No. 7.--MANUFACTURE AND EXPENDITURE OF LEWA.

OPIMUM, &c., RECEIVED AND MANUFACTURED INTO LEWA.										EXPENDITURE OF LEWA.									
DETAILS.					Gross.			75°.			81°.			REMARKS.					
					M.	S.C.K.	M.	S.C.K.	M.	S.C.K.	M.	S.C.K.							
Balance															
Received from Malkhana															
Opium from baskets or bags															
Scrappings															
District khurchan															
Contraband opium															
Pasewa															
Dhad (thick)															
Do. (thin)															
Kaffa															
Returned lewa															
Opium from damaged cakes															
Total															

Signature of Officer in charge.

No. 9.—ABKARI OPIUM.

UNMANUFACTURED OPIUM.				MANUFACTURED OPIUM.				REMARKS.		
DETAILS.		Gross.		At 90° consistence.		DETAILS.				
		M.	S. C. K.	M.	S. C. K.	Chests.	Cakes.		At 90°.	
RECEIPTS.										
Balance in stock	..					Balance in stock		
From malikana	..					Received into store from unmanufactured account,				
Contraband Opium	..									
Total	..					Total		
EXPENDITURE.										
Manufactured, packed and stored										
For polsherds	..									
For scrapings and dhol	..					Issued as per stock register		
For adhesion and turn of scale	..									
Total	..									
Balance in stock	..					Balance in stock		

Signature of Officer in charge.

No. 12.—MEDICAL OPIUM CAKES.

UNMANUFACTURED OPIUM.						MANUFACTURED OPIUM.				REMARKS.	
Details.						Details.					At 90°.
Gross.						At 90°.					
Mds.	s.	c.	k.	lbs.	oz.	dr.	lbs.	oz.	dr.		
RECEIPTS.											
Balance in stock	Balance in stock	
From Malikhana	Received from unmanufactured account	
Total	Total	
EXPENDITURE.											
Manufactured and stored	Issued as per stock register	
For potsherds					
For adhesion and turn of scale					
Total					
Balance in stock	Balance in stock	

No. 13.—POWDERED OPIUM.

UNMANUFACTURED OPIUM.						MANUFACTURED OPIUM.				REMARKS.	
Details.		Gross.				At 100°.		Details.			At 100°.
		Mds.	s.	c.	l.	lbs.	oz.	dr.	lbs.	oz.	dr.
RECEIPTS.											
Balance in stock	...								Balance in stock
From Malihana	...								Received from unmanufactured account
From elsewhere	...										
									Total
EXPENDITURE.											
Manufactured and stored	...								Issued as per stock register
For potaheds	...										
For adhesion and turn of scale	...										

Signature of Officer in charge, Nos. 12 and 13.

No. 14.—LEAF.

Details.	Quantity.			
	Mds.	S.	C.	L.
Balance in stock
Receipt as per stock register
Total
For making shell of
cakes
" sailed and repair of
do.
" petty repairs of
do.
Sold by auction as per order No. of
Wastage
Deduct total expenditure
Balance in stock

Signature of Officer in charge.

No. 16.—TRASH.

Details.	Uncleaned.		Cleaned.	
	M Ds.	S.	M Ds.	S.
Balance in stock
Received this day

Total
Issued for cleaning
{ Cleaned during the day
{ Loss at 33 per cent. in cleaning
Issued for
{ Caking
{ Suttai and repairs
{ Rubbing cakes
{ Bedding for cakes
{ Packing
Damaged by wet, mildewed, &c., sold by auction
Deduct total expenditure
Balance in stock

Signature of Officer in charge.

No. 16.—PACKING MATERIALS.

DETAILS.	Bamboo mats.	Nails, 5".	Nails, 3 1/2".	Nails, 2".	Coal pitch.	Common oil.	Poppy oil.	Guzzi cloth.	Twine.	GUNNY.				Bamboo paper.
										PROVISOX.		ABKARI.		
										Large pieces.	Small pieces.	Large pieces.	Small pieces.	
		Mds. s. c. k.	Mds. s. c. k.	Mds. s. c. k.	Mds. s. c. k.	Mds. s. c. k.	Mds. s. c. k.	Yds.	Mds. s. c. k.					
Balance in store.														
Received in store.														
Total														
Issued for packing.														
Balance in store.														

Signature of Store-keeper.

BIHAR OPIUM AGENCY.

TRIPPLICATE.

No. , dated 190 .
Received from Contractor—

Mango-wood Provision chests.

Ditto do. lids.
Ditto do. spare lids.
Ditto Abkari chests.
Ditto do. lids.

Asst. Engr., Supdt. and Engr.,
Chest Dept. and
Saw Mills.

BIHAR OPIUM AGENCY.

DUPLICATE.

No. , dated 190 .
Received from Contractor—

Mango-wood Provision chests.

Ditto do. lids.
Ditto do. spare lids.
Ditto Abkari chests.
Ditto do. lids.

Asst. Engr., Supdt. and Engr.,
Chest Dept. and
Saw Mills.

BIHAR OPIUM AGENCY.

ORIGINAL.

No. , dated 190 .
Received from Contractor—

Mango-wood Provision chests.

Ditto do. lids.
Ditto do. spare lids.
Ditto Abkari chests.
Ditto do. lids.

Asst. Engr., Supdt. and Engr.,
Chest Dept. and
Saw Mills.

BIHAR OPIUM AGENCY.

No.

Triplicate.

Received from the undermen-
tioned mango-wood chests and lids.

*Fide Opium Agent's No.**dated*

When received in the lumber yard.	Details.	Number.	Rate.	Amount.	REMARKS.
	Mango-wood chests.			Rs. A. P.	
	Mango-wood spare lids.				
	Conveying charges.				

Chest Dept., } Saw Mill Engr.,
190 } Factory Superd.

240

BIHAR OPIUM AGENCY.

No.

Duplicate.

Received from the undermen-
tioned mango-wood chests and lids.

*Fide Opium Agent's No.**dated*

When received in the lumber yard.	Details.	Number.	Rate.	Amount.	REMARKS.
	Mango-wood chests.			Rs. A. P.	
	Mango-wood spare lids.				
	Conveying charges.				

Chest Dept., } Saw Mill Engr.,
190 } Factory Superd.

The

BIHAR OPIUM AGENCY.

No.

Original.

Received from the undermen-
tioned mango-wood chests and lids.

*Fide Opium Agent's No.**dated*

When received in the lumber yard.	Details.	Number.	Rate.	Amount.	REMARKS.
	Mango-wood chests.			Rs. A. P.	
	Mango-wood spare lids.				
	Conveying charges.				

Chest Dept., } Saw Mill Engr.,
190 } Factory Superd.

171

FACTORY FORM No. 142.]

BIHAR OPIUM AGENCY.

Contract account for Mango-wood chests and lids.

Name of Contractor

<i>Detail of delivery.</i>				Chests.	Lids.
Number of chests and lids in arrear from previous contract ...					
Ditto to be supplied in present contract					
Total number to be supplied ...					
Supplied up to date		
Remaining to be supplied			
Received up to	as per last account		
Received since up to			
Total received ...					
CHEST DEPARTMENT, } SAW MILL ENGINEER.					
The 190 . }					
<i>Detail of payment.</i>				Chests.	Lids.
Brought forward from last account ...					
Remaining to be paid for ...					
Received since up to ...					
Total to be paid for ...					
New charged for ..					
Balance to be carried over in the next account as not paid					
for— ...					
				Chests.	Lids.
Paid for up to as per last account ...					
New charged for ...					
Balance remaining to be paid for ...					

These items should correspond with the entries in Factory Form.

PATNA OPIUM FACTORY,
GULFARBAGH,

The 190 . }

FACTORY ACCOUNTANT.

FACTORY SUPERINTENDENT.

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